

BROOKHAVEN NATIONAL LABORATORY GENERAL CLINICAL RESEARCH CENTER POLICY SUBJECT: Laundry	GCRC POLICY: IC-05	PAGE 1 OF 1
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	REVISION HISTORY: 3	

1.0 PURPOSE AND SCOPE

This document describes the processes whereby dirty laundry is collected/transported for cleaning and the clean laundry distributed to the users. It does include Veterinary Services laundry.

2.0 POLICIES

This policy is established to ensure that the dirty laundry holding area is planned, equipped and ventilated so as to prevent the dissemination of contaminants. Soiled linen is collected and handled in a manner to avoid microbial dissemination into the environment.

It is the responsibility of each program to provide clean clinical laundry for all clinical protocols and make sure it has the necessary supplies. Investigators should contact the Medical Hospital Service Assistant/designee responsible for laundry if they require assistance in this matter. If items are not available/acceptable to the investigator, then new items can be ordered. Each item to be laundered must be stenciled or written on with indelible ink identifying your group. **If this is not done laundry will not be returned to the owner.**

3.0 PROCEDURES

In building 490, all staff members are to deposit dirty laundry in Room 5-102. The room is ventilated and separated from other activities or staff. Room 5-102 is equipped with three containers each having a pull string bag to collect the laundry. Each is clearly marked to indicate that they are dirty laundry bins. Tag closed bag(s) with your group name and building 490. Use a BNL vehicle to transport the laundry from a satellite facility. Leave bag(s) in Room 5-102 for pick up-any bin. Laundry pickup and drop off days are Mondays and Fridays at Bldg. 490. Clean Laundry will be returned to Room 5-102 in Bldg. 490. Laundry will be wrapped and separated by group. In with the clean laundry you will again receive clean, canvas bags to use for the next loads of dirty laundry.

The Medical Hospital Services Assistant/designee responsible for collecting dirty laundry shall be relied upon to prepare and store dirty laundry in accordance with the procedures established in Section 5.10 of Dept. Guideline, IC-12, "Housekeeping".

Non-radioactive dirty laundry is picked up and delivered by a firm contracted with the Plant Engineering Division (Mattituck Main Road Laundry). All satellite facilities are required to temporarily store dirty laundry in accordance with the procedures included in Section 5.10 of Dept. Guideline (IC-12, "Housekeeping"). The PET Facility laundry is picked up and dropped by PET personnel, as is the MRI laundry.

The contractor uses separate containers for transporting clean and soiled linen. It is transported in large open tubs on a panel truck with the back door open. Washed linen is placed in double-lined carts. A third plastic bag is used for each load of linen. The washed linen is covered with clean brown paper, placed in plastic bags (within the double-lined cart), and an additional vinyl cover is used for final transportation of the carts to a special truck with closed doors for delivery to the General Clinical Research Center (GCRC). A special entrance is used for this delivery.

All clean laundry belonging to Building 490 or the GCRC is delivered to building 490 and stored in room 5-102. The Medical Hospital Services Assistant/designee is primarily responsible for sorting laundry and creating a separate pile for each investigator. White lab coats will be hung on a coat rack. Each investigator has the responsibility to pick up their laundry and maintain the cleanliness of room 5-102.

The Medical Hospital Services Assistant/designee will give a courtesy call to your group contact that clean laundry is back for pickup.

Any questions or problems should be directed to the Supervisor of Plant Engineering, ext 3084.

The only official copy of this file is the one online at the Medical Department website under "Clinical Research Center Policy Manual." Before using a printed copy, verify that it is the most current version by checking the document effective date on the website.

